

§ 250.1516

fourth anniversary of the effective accreditation date. The training organization must state the changes (additions and deletions) to the last approved training curriculum and plan.

§ 250.1516 What information must a training organization submit to MMS?

(a) Two copies of the detailed plan that includes the:

- (1) Curriculum;
- (2) Names and credentials of the instructors;
- (3) Mailing and street address of the training facility and the location of the records;
- (4) Location for the simulator and lecture areas and how the training organization separates the areas;
- (5) Presentation methods (video, lecture, film, etc.);
- (6) Percentage of time for each presentation method;
- (7) Testing procedures and a sample test; and
- (8) List of any portions of the course that cover the subsea training option instead of the surface training option.

(b) Two copies of the training manual.

(c) A cross-reference that relates the requirements of this subpart to the elements in the program.

(d) A copy of the handouts.

(e) A copy of the training certificate that includes the following:

- (1) Candidate's full name;
- (2) Candidate's social security number,
- (3) Name of the training school;
- (4) Course name (e.g., basic WS well-control course);
- (5) Option (surface or subsea);
- (6) Training completion date;
- (7) Job classification (e.g., drilling supervisor); and
- (8) Certificate expiration date.

(f) Course outlines identified by:

- (1) Name (e.g., "WS well-control course");
 - (2) Type (basic or advanced); and
 - (3) Option (surface or subsea).
- (g) Time (hours per student) for the following:

- (1) Teaching;
- (2) Using the simulator (for well control);
- (3) Hands-on training (for production safety systems); and

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(4) Completing the test (written and simulator).

(h) Special instruction methods for students who respond poorly to conventional training (including oral assistance).

(i) Additional materials (for the advanced training option) such as advanced training techniques or case studies.

(j) Information on the 3-D simulator or test wells:

- (1) Capability for surface and/or subsea drilling well control, WO and completion training;
- (2) Capability to simulate lost circulation and secondary kicks; and
- (3) Types of kicks.

§ 250.1517 What additional requirements must a training organization follow?

(a) The training organization must keep training records for each trainee for 5 years. For example, if a trainee completed a well-control course in 1996, the training organization may destroy the records at the end of the year 2001. The training organization must keep the following trainee record information:

(1) Daily attendance record including complete student sign-in sheet and makeup time;

(2) Written test and retest (including simulator test);

(3) Evaluation of the trainee's simulator test or retest;

(4) "Kill sheets" for simulator test or retest; and

(5) Copy of the trainee's certificate.

(b) Keep records of the training program for 5 years. The 5-year timeframe starts with the program approval date. For example, if a training program was accredited in 1995, at the end of the year 2000, the training organization may destroy the records for 1995. Keep the following training record information:

(1) Complete and current training program plan and a technical manual;

(2) A copy of each class roster; and

(3) Copies of schedules and schedule changes.

(c) Supply trainees with current copies of Government regulations on the training subject matter.

(d) Provide a certificate to each trainee who successfully completes training.

(e) Ensure that the subsea training option has an additional 4 hours of training and covers problems in well control when drilling with a subsea blowout preventer (BOP) stack including:

- (1) Choke line friction determinations;
- (2) Using marine risers;
- (3) Riser collapse;
- (4) Removing trapped gas from the BOP after controlling a well kick; and
- (5) "U" tube effect as gas hits the choke line.

(f) Ensure that trainees who are absent from any part of a course make up the missed portion within 14 days after the end of the course before providing a written or simulator test to the trainee.

(g) Ensure that classes contain 18 or fewer candidates.

(h) Furnish a copy of the training program and plan to MMS personnel for their use during an onsite review.

(i) Submit the course schedule to the approving organization after approval of the training program, annually, and before any program changes. The schedule must include the:

- (1) Name of the course;
- (2) Class dates;
- (3) Type of course; and
- (4) Course location.

(j) Provide all basic course trainees a copy of the training manual.

(k) Provide all advanced course trainees handouts necessary to update the manuals the trainee has as a result of previous training courses.

(l) When each course ends, send MMS a letter and a class roster. The class roster must contain the following information for each trainee:

- (1) Name of training organization;
- (2) Course location (e.g., Thibodeaux, Louisiana);
- (3) Trainee's full name;
- (4) Name of course (e.g., Drilling well control or WS well control);
- (5) Course type (i.e., basic or advanced training);
- (6) Options (e.g., subsea);
- (7) Date trainee completed course;
- (8) Name(s) of instructor(s) teaching the course;

(9) The trainee's social security number;

(10) Trainee's employer;

(11) Actual job title of trainee;

(12) Job of each awarded certificate; and

(13) Test scores (including course element scores) for each successful trainee.

(m) Ensure that test scores for combination training have a separate score element for each designation and for each option. For example, training in subsea drilling and in WO would have separate test scores for the drilling, WO, and for the subsea portion.

§250.1518 What are MMS's requirements for the written test?

(a) The training organization must:

(1) Administer the test at the training facility;

(2) Use 70 percent as a passing grade for each course element (drilling, well completion, etc.);

(3) Ensure that the tests are confidential and nonrepetitive;

(4) Offer a retest, when necessary, using different questions of equal difficulty;

(5) Allow open-book regulations and a formula sheet (without examples) for well control only; and

(6) Allocate no more than the following amount of time to the minimum instruction time: 1 hour for a single course, 2 hours for a combination of two basic courses, or 2.5 hours for a combination of three or more courses.

(b) A trainee who fails a retest must repeat the training and pass the test in order to work in the OCS in their job classification.

§250.1519 What are MMS's requirements for the hands-on simulator and well test?

(a) The training organization must ensure that:

(1) The test simulates a surface BOP (or subsea stack for the subsea option) and the simulator is 3-D with actual gauges and dials.

(2) The instructor runs only one simulator and has a maximum of three students in each team.

(3) The simulator test time allocated to the minimum instruction time is 1